



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, January 11, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2015-00467	911 Dispatcher	Full-time	\$23.06 - \$31.36 hourly	01/04/16	01/15/16

Department:

911

Position Description:

Answer calls for emergency assistance involving police, fire or medical emergency and other public service requests and prioritize and dispatch calls received at the Minneapolis 911 Call Center for the Minneapolis Police Department and the Fire Department, and to prioritize and transfer emergency medical information to appropriate dispatch and perform related duties and communications as required.

Working hours/Shift work:

MECC must be staffed 24 hours a day, 7 days a week. Probationary employees are assigned shifts based on staffing needs/requirements. There is no guarantee a probationary employee will work a specific shift and may even be assigned to different shifts during their first year, based on staffing shortages and coverage needs. **Employees should expect that they would work a high percentage of weekends AND holidays.**

After probation, employees will choose from work schedules that have been determined by management based on their seniority in their current job classification. Currently, shifts are posted in October or November for bidding purposes and new schedules go into effect the beginning of the first pay period in the New Year. Due to staffing needs, least senior employees may not have the opportunity to work their preferred shift. Staffing shortages which occur during the year are generally filled by reverse seniority (the least senior employee in the affected classification is required to change work schedules).

Eligible list will expire in four (4) months.

2015-00353	Applications Analyst - Full-time BI Analyst	\$62,970.00 - \$86,655.00 annually	12/24/15	01/15/16
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Department:

INFORMATION TECHNOLOGY

Position Description:

Analyst to join the Business Intelligence and Data Services Group to support the City's Financial reporting in Cognos. The position will be part of the Business Intelligence Group and will work on the support and advancement of Business Intelligence capabilities in the Enterprise utilizing multiple BI toolsets.

Salary listed is as of January 1, 2016.

AMENDED JOB POSTING - Minimum Experience has been updated since the October 2015 posting.

ELIGIBLE LIST WILL EXPIRE THIRTY (30) DAYS AFTER BEING ESTABLISHED.

2015-00438	Assessor I - AMENDED	Full-time	\$25.62 - \$33.38 hourly	12/07/15 01/15/16
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Department:
ASSESSOR

Position Description:

This position has been amended to extend the posting through Friday, January 15, 2016.

There is currently one (1) full-time, non-exempt vacancy to be filled in the Assessor's Department to perform specialized and technical field and office work in the assessment of real estate properties.

The eligible list for this position will expire one month after it is established.

*The salary schedule will increase each step by \$1.02 per hour for Accredited Minnesota Assessor designation (AMA) and \$2.19 per hour for Senior Accredited Minnesota Assessor (SAMA) designation or Certified Assessment Evaluator (CAE) designation of the International Association of Assessing Officers. In no event may an employee receive more than an additional total of \$2.19 per hour.

2015-00437	Business Application Manager - Supervisory	Full-time	\$62,970.00 - \$86,655.00 annually	12/23/15 01/13/16
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Department:
PW - FLEET SERVICES

Position Description:

Function as a bridge between department operations and technology by responding to business needs and improving application processes.

Eligible list will expire three (3) months after being established

2016-00015	Innovation Team Planner Analyst	Full-time	\$53,135.00 - \$73,468.00 annually	01/11/16 02/01/16
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Department:
CITY COORDINATOR

Position Description:

The innovation team functions as an in-house innovation consultancy, moving from one city priority to the next. The team's initial priority is addressing disparities in the City of Minneapolis. The Planner Analyst will support the team on this and other priorities, focusing on data analysis, strategic planning and continuous improvement.

Bloomberg Philanthropies awarded the City of Minneapolis up to \$900,000 a year in grant funding for up to three years to create this exciting team.

The list created from this exam will expire three (3) months after being established.

2015-00450	Neighborhood Support Specialist	Full-time	\$52,580.00 - \$73,582.00 annually	01/06/16 01/20/16
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Department:
Neighborhood and Community Relations

Position Description:

"Engaging Communities for a Better Minneapolis."

The Neighborhood and Community Relations Department of the City of Minneapolis supports hundreds of volunteers and staff who work with and through the City's 70 neighborhood organizations. NCR is now

hiring a Neighborhood Support Specialist who will provide guidance and support to neighborhood leaders. Our ideal candidate is comfortable working in both the government and nonprofit worlds, is solution oriented and can negotiate differences between multiple stakeholders, can work with diverse communities and build bridges with the city, understands the importance of working with a team, can crunch numbers and convey complex information quickly and accurately.

POSITION INFORMATION:

There is currently one (1) exempt, full-time vacancy to be filled in the Neighborhood Division of the Neighborhood and Community Relations (NCR) Department. A flexible work schedule is required; some night/weekend hours will be necessary. Incumbent must also be willing/able to travel to community events and neighborhood organization offices.

PRIMARY RESPONSIBILITIES:

(Including, but not limited to the following)

Provide support to neighborhood organizations for the Community Participation Program and other funding programs developed and administered by the department; monitor and disseminate up-to-date strategies and practices for supporting community engagement; support linkages between neighborhood organizations, City departments and community groups.

2015-00411	Police Recruit	Full-time	\$26.97 - \$34.42 hourly	12/28/15 01/22/16
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Department:

Police Department

Position Description:

It is critical that you are able to follow direction. Read this job posting in its entirety. If invited, all proof of P.O.S.T. eligibility will be collected at the fitness exam. Active and valid proof of P.O.S.T. eligibility paired with your government ID will be required for admission to the fitness exam. Candidates will not be allowed to test without those documents and will be removed from the process if they are not produced at the time of the fitness exam. Proof of P.O.S.T. eligibility must remain active and valid throughout the hiring process.

A Minneapolis Police Officer interacts with citizens to identify and solve problems and keep their neighborhoods safe works various shifts and weekends, including holidays.

Candidates with no prior experience will start at the beginning salary. Candidates with prior law enforcement experience may be eligible to start higher in the salary range. **Candidates with prior law enforcement experience are encouraged to apply.**

INFORMATION SESSION (optional):

The Minneapolis Police Department has prepared a detailed information session which you are highly encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required. Each session will last up to 1.5 hours. We will highlight and discuss the following:

- Application process and educational requirements
- Fitness Exam details
- Background Investigation information
- Oral Exam expectations
- Medical, psychological, and drug & alcohol testing
- Recruit Academy

Date:

Tuesday, January 19, 2016 at 6pm

Location: Special Operation Center (SOC) 4119 DuPont Ave No, MN 55412.

Parking: Street parking is available or parking in the Church parking lot.

ELIGIBLE LIST WILL EXPIRE SIX (6) MONTHS FROM THE DATE OF CERTIFICATION.

2015-00459	Police Sergeant	Full-time	\$37.52 - \$39.81 hourly	01/11/16 01/22/16
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Department:

Police Department

Position Description:

The City of Minneapolis is now using Team Minneapolis (powered by NEOGOV) as our online application system.

- **Create a new account or use an existing account with NEOGOV (GovernmentJobs.com) to apply for a position at the City of Minneapolis.**
- **Applications and applicant information submitted in the former system or retained in your personnel file will not transfer over to the new online application system.**
- **To create an account with NEOGOV, a valid email address is required.**
- **An updated resume is useful when creating an initial account. Uploading a resume will pre-populate corresponding fields within the online application, reducing the amount of data entry needed.**
- **A resume is not a substitute for completing the online application. If the online application does not include complete information (such as work history, address, phone number, etc.) it will not be considered further.**
- **After an application is submitted in Team Minneapolis, that application information will be available to use and update on subsequent applications.**
- **You are encouraged to apply as early as possible.**

DESCRIPTION:

Administer the directives and guide the actions of subordinates in enforcing Federal, State, Local Laws, and Ordinances for the Minneapolis Police Department.

The eligible list for this position will expire two (2) years from the date of certification.

2015-00392	Senior Applications Analyst - BI Developer	Full-time	\$68,730.00 - \$94,594.00 annually	01/08/16 01/17/16
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Department:

INFORMATION TECHNOLOGY

Position Description:

Salary note: This position is subject to a market adjustment over and above the salary listed above. A market adjustment of up to \$25,000 may be considered depending on qualifications.

AMENDED POSTING.

There is currently one (1) full-time vacancies in the IT department for Senior Applications Analyst.

Analyst to join the Data Services and Business Intelligence Group to advance BI capabilities in the City. The City currently is using Cognos as our enterprise reporting tool and is implementing Tableau. This position will be involved in the advancement of BI capability not limited to Cognos and Tableau.

Function as a Lead worker over Applications Analysts, Applications Programmer/Analysts, and Applications Programmers, functioning as a key person providing support for the BI applications scheduling, and taking responsibility for application software development, maintenance, support, testing and documentation.

The Analyst will also act as an advocate for Business Intelligence and Business Analysis capabilities in the City of Minneapolis.

Act as a consultant to City departments to assist them in reaching their Business Intelligence/Business Analysis goals.

Salary listed is as of January 1, 2016.

The eligible list will expire one (1) month after being established.

2015-00396	Senior Applications Analyst - PeopleSoft Financials Developer	Full-time	\$67,250.00 - \$92,558.00 annually	10/28/15 01/16/16
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Department:

INFORMATION TECHNOLOGY

Position Description:

Salary note: This position is subject to a market adjustment over and above the salary listed above. A market adjustment of up to \$25,000 may be considered depending on qualifications.

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments.

The eligible list will expire one (1) month after being established.

2016-00014	Urban Scholars	Full-time	\$12.49 - \$16.00 hourly	01/11/16 02/19/16
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Department:

CIVIL RIGHTS

Position Description:

The City of Minneapolis, The State of Minnesota, Minneapolis Parks and Recreation, and the Minneapolis Public Schools are seeking Urban Scholars for the summer of 2016.

Urban Scholars will provide support to assigned department for 32 hours per week as well as participate in the Urban Scholars Leadership Institute 8 hours per week.

Complete application form in Neogov. Please review the [Application Guide](#) before applying and follow all instructions.

You must upload all of the following items with the application, and answer the essay questions fully as it is the primary form of selection:

- **Resume (including education and relevant course work, skills, languages spoken, unpaid experience, volunteer experience, work history, and accomplishments [i.e. honors, awards, etc.]).**
- **Unofficial transcript labeled with your student information (i.e. name, major, etc.)**
- **Essay Questions: In a 1-2 page, 1.5 spaced essay, please describe how you have exhibited the qualifications below in your personal, academic, or professional journey. The completed essay must be uploaded under the attachment type "Other" in the online application.**

1. The ability to understand, appreciate and interact with persons from cultures and/or belief systems other than one's own.
2. Cares about other people and their needs without regard for their own needs and thinks about other groups who have a stake or interest in various projects, initiatives, or activities.
3. Takes a broad view of the team concept and considers values, opinions, and preferences of other group members in completing tasks and in decision making.
4. Adapts well to changing conditions and new community needs or expectations and acknowledges the positive aspects of changes and events and stays open to new ideas, new technology, etc.

5. Recognizes when changes in priorities, direction or the pace of activities appear necessary, yet willing to preserve previous practices or approaches that work.
6. Shows resiliency in the face of obstacles, setbacks and other sources of stress; gets back up and moves forward.

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2015-00457	Administrative Supervisor Animal Care and Control	Full-time	\$69,401.00 - \$75,836.00 annually	01/04/16	01/13/16

Department:

REGULATORY SERVICES

Position Description:

Responsible for overseeing administrative functions to support the operations of the shelter, and for support to Minneapolis Animal Care and Control (MACC) leadership in strategic planning, and for providing database support for staff in their daily interactions with the software

The eligible list will expire two (2) months after being established.

2016-00009	Development Coordinator II	Full-time	\$25.01 - \$34.86 hourly	01/11/16	01/22/16
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Department:

CPED

Position Description:

****Restricted to current employees of the City of Minneapolis****

On major projects and in a lead role over junior staff, this position will provide assistance and information to customers regarding construction project permit and licensing requirements, application procedures, approval processes, and fees; receive and route plans and documents; and act as a liaison between City Staff and the customer during the application process.

2015-00486	Lead Inspector - License & Consumer Services	Full-time	\$27.18 - \$38.23 hourly	01/04/16	01/14/16
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Department:

CPED

Position Description:

This position is restricted to current City of Minneapolis employees only.

The position will provide Inspectors of License and Consumer Services with support in all technical aspects of assigned duties relating to code enforcement and departmental policies and procedures and with technical support in the development of SOPs and ordinance amendments.

THE ELIGIBLE LIST WILL EXPIRE IN TWO (2) MONTHS.

2015-00466	Senior Health Inspector	Full-time	\$28.27 - \$38.90 hourly	01/04/16	01/15/16
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Department:

MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

There is one (1) full-time, non-exempt vacancy to be filled in the Health Department. Applications for this position are restricted to current Health Department employees at the City of Minneapolis.

POSITION INFORMATION: Act as the lead and technical expert, monitoring the activities of the Health Inspectors, including file reviews, consistent report writing, and enforcement, and take responsibility for standardizing Health Inspectors in the field to ensure consistency with the Minnesota Food Code, as required by the City's Delegation Agreements with the Minnesota Departments of Health and Agriculture.

The eligible list created for this opening will expire one (1) month after being established.

2015-00476	Supervisor - Problem Properties Unit	Full-time	\$75,326.00 - \$82,311.00 annually	01/04/16 01/13/16
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Department:

REGULATORY SERVICES

Position Description:

Supervise Inspectors and Support Staff assigned to the Unit with the purpose of addressing chronic and serious problem properties, monitoring enforcement of Ordinance Chapter 249 Related to Vacant, Condemned and Boarded properties and ensuring consistent and appropriate application of enforcement.

The eligible list will expire one (1) month after being created.